

COMMUNICATION OWNERSHIP TEAMWORK
INITIATIVE LEARN CARE GRIT FLEXIBILITY

TOWNSEND LEATHER SPOTLIGHT CARDS



The shout out card is dead, long live the spotlight card!

We are revising our recognition program from *Shout Outs* to **Spotlights** with a familiar process and cards, but new and improved. Cards can be found all over the buildings. **When you see a Townsend value in action, fill out the card, then both you and the person you saw will be entered to win prizes.**

Spotlight cards give anyone a chance to recognize Townsend's values in action.

1. When you see someone doing something great:
 1. grab a card,
 2. write your name and their name on it,
 3. checkmark the Townsend value they acted on
 4. and jot down a quick story of what they did.
2. **High-five it into their hand** and thank them for being awesome
3. They turn the card in to HR and **both of your names get entered** into a monthly raffle for a great prize.

Spotlight Cards give a focus on Townsend's values. One of the things that define who Townsend is and what we do is our partner-chosen partner-lived values: **Communication, Ownership, Teamwork, Flexibility, Initiative, Learn, Care, and Grit.** Our Spotlight card program gives us the chance to celebrate these values when we see them in action.

Both names go on the card, *you the spotlifter* and *the spotlighted*, **the giver and the receiver** - both people deserve spotlighting and acknowledgment.

The Spotlight card, with both the giver and receivers names on it, gets turned in to HR and then **BOTH** names are entered to win a great prize from a monthly raffle drawing.

The prizes will be significant and useful to you.

The more you put Townsend's values into action, the more likely you will get Spotlighted. The more spotlight cards you drop off to HR the more chances you have to win sweet sweet prizes. But also, the more you spot values in action, and the more you celebrate the awesomeness in the Partners around you, the more chances you get to win sweet sweet prizes too!

If you have any questions or thoughts about our updated Recognition Program and these cool Spotlight Cards, please message Tricia, Ashley, Shawn C, or Cindy.